

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 0-03	
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:	
Contract Number EP-D-14-031		Contract Period 10/01/2014 To 09/30/2015 Base <input checked="" type="checkbox"/> Option Period Number	
Contractor INDUSTRIAL ECONOMICS, INCORPORATED		Title of Work Assignment/SF Site Name WA 0-03 SUPPORT FOR OTAQ	
Purpose: <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Work Plan Approval </div> <div> <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Incremental Funding </div> </div>		Period of Performance From 10/01/2014 To 09/30/2015	
Comments: THIS ACTION INITIATES WA 0-03 "SUPPORT FOR OTAQ" WITH INITIAL LOE OF 100 HOURS FOR START UP WORK. THE CONTRACTOR SHALL SUBMIT A WORK PLAN AND COST ESTIMATE IN ACCORDANCE WITH THE CONTRACT TERMS AND CONDITIONS. I CERTIFY THAT THIS WORK ORDER DOES NOT DUPLICATE ANY WORK PREVIOUSLY PERFORMED UNDER MY AUTHORITY.			
<input type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input checked="" type="checkbox"/> Non-Superfund	
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.			
SFO (Max 2) <input type="checkbox"/>			
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			Site/Project (Max 8)
			Cost Org/Code (Max 7)
1			
2			
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period: 10/01/2014 To 09/30/2015		Cost/Fee: LOE:	
This Action:			
Total:			
Work Plan / Cost Estimate Approvals			
Contractor WP Dated:		Cost/Fee: LOE:	
Cumulative Approved:		Cost/Fee: LOE:	
Work Assignment Manager Name Elizabeth Etchells <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>		Branch/Mail Code: Phone Number 202-564-1372 FAX Number:	
Project Officer Name Lorraine Reddick <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>		Branch/Mail Code: Phone Number: 202-564-1293 FAX Number:	
Other Agency Official Name <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>		Branch/Mail Code: Phone Number: FAX Number:	
Contracting Official Name Andrew Flynn <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>		Branch/Mail Code: Phone Number: 919-541-2674 FAX Number: 919-541-0611	

Work Assignment Statement of Work

Title: Support for OAR's Office of Transportation and Air Quality

Contractor: IEc, Inc.

Contract No.: EP-D-14-031

Work Assignment Number: 0-03

Estimated Period of Performance: October 1, 2014 to September 30, 2015

Work Assignment COR (WA COR):

Elizabeth Etchells
Transportation and Climate Division
Office of Transportation and Air Quality (6406A)
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Contract Level COR:

Lorraine Reddick
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Office of Policy Analysis and Review
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Reddick.lorraine@epa.gov

Background and Purpose:

The Transportation and Climate Division (TCD) of the Office of Transportation and Air Quality (OTAQ) is located in the Office of Air (OAR). OTAQ has national responsibility for analyzing, monitoring, controlling and reducing emissions from all non-stationary sources of air pollution. The Transportation and Climate Division is responsible for: (1) Coordinating OTAQ's strategic climate programs; (2) Implementing programs required by the Clean Air Act to be included in State Implementation Plans to address the impact of in-use vehicles and transportation systems on air quality; and (3) implementing programs and distributing Congressional funding to address criteria and GHG emissions from vehicles in the U.S legacy fleet.

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR and the Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The Contract Level COR is authorized to suggest revisions via email. If the Contract Level COR does request revisions, then the revisions shall be submitted as requested. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

- 1a. Workplan within 15 calendar days of receipt of work assignment.
- 1b. Revised workplan within 10 calendar days of receipt of comments from the Contracting Officer, if required.

Task 2 - Facilitation and Communications Support

Utilizing sections (f)(viii) and (f)(xi) of the Statement of Work, the Contractor shall provide technical, organizational, logistical, audio/visual, meeting facilitation, administrative, and background materials development support to EPA for stakeholder meetings, workshops, webinar, public hearings, and conferences.

As part of the strategic planning activities, the Contractor shall provide facilitation support for OTAQ. The facilitation support shall include advance preparation, agenda planning and development, meeting facilitation and post-meeting follow-up needs as required by the Contracting Officer's Representative. Post-meeting follow-up shall include a summary and may include follow-up analysis on particular issues, as needed. The contractor shall provide all final products in electronic format.

Deliverables and schedule under Task 2

- 3a. Specific requests will come from WAM throughout period of performance. Deadlines for tasks will be on a case by case basis set by the WAM.

Task 3 - Strategic Planning and Management Consulting

Utilizing section (f)(xv) of the Statement of Work, the Contract shall perform analyses to support OTAQ in the formulation of strategic program plans. Specifically, the contractor shall identify strategic areas of OTAQ work and support innovative analysis,

collaboration, and policy development through goal definition and development, strategy development, and related activities as requested by the Work Assignment Manager. As an example, the contractor shall provide review and propose improvements for OTAQ strategic planning documents. This task also includes regular strategic planning and management consulting sessions for the OAR and OTAQ Senior Leadership Teams.

Deliverables and schedule under Task 3

3a. Specific requests will come from WAM throughout period of performance. Deadlines for tasks will be on a case by case basis set by the WAM.